

IC Memorandum 10-22



To: All Insurance Coordinators
From: Department of Employee Insurance
Re: Spring Insurance Coordinator Training – Available Online
Date: June 4, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>
Wellness Hotline: 877-KEHP-WELL

We are pleased to announce spring training conducted in April and May is now available online. If you were unable to attend the training, we encourage you to view the webcast via the KY TRAIN website <https://ky.train.org>.

The first step is to register as a KY TRAIN participant (if you aren't a participant already). Attached you will find a "How to Register (Coordinator Training)" document that will walk you through the registration process and the steps to launch the course. Beginning next week, this document will also be available on the KEHP website under 2010 Plan Year, Insurance Coordinator, Training & Information. You will need the latest version of JAVA; if you need assistance with this, please contact your IT Help Desk. This is the same program used in October 2009 for the online HIPAA training. After you are registered and logged in, you will need to enter the Course ID (located on the right side of the screen).

KENTUCKY GROUP HEALTH
INSURANCE BOARD:

TIMOTHY LONGMEYER, CHAIR
Personnel Cabinet

SHARON CLARK
Kentucky Department of Insurance

RICHARD DAVENPORT
Kentucky Education Support
Professional Association

LAURIE DUDGEON
Administrative Office of the Courts

JUDITH GAMBILL
Kentucky Teachers' Retirement System

BOBBY HENSON
Kentucky Retirement Systems

TERRY HOLLIDAY
Kentucky Department of Education

MARY LASSITER
Office of State Budget Director

TOMMY LOVING
Advisory Committee of State
Health Insurance Subscribers

CRIT LUALLEN
Auditor of Public Accounts

BRENT MCKIM
Kentucky Education Association

JONATHAN MILLER
Finance and Administration Cabinet

RONNIE O'NAN
Kentucky Transportation Cabinet

The all day presentation has been divided into five segments. The segments may be viewed in any order. The Course ID for each segment is listed below.

Part 1 Course ID 1022508 Slides 1-42 of the PowerPoint Presentation Agenda, Contact Information, Acronyms, Administrative Overview, Plan Options, 2010 Enhancements, 2010 Changes, Eligibility, ESRD, Pre/Post Tax, Dependent Audit, Levels of Coverage and Cross Reference

Part 2 Course ID 1022514 Slides 43-97 of the PowerPoint Presentation Enrollment, Update Form, QE's, FMLA, LWOP, Military Leave, Death, Dependents, KCHIP, Cross Reference, Supporting Documentation and Reminders

Part 3 Course ID 1022516 Slides 97-139 of the PowerPoint Presentation Terminations, Billing, COBRA, Appeals, Smoking Status, Disclosure Form, IC/AIC Update Form, KEHP Online, Myhumana, ESI Online and News & Notes

Part 4 Course ID 1022517 Wellness and Express Scripts

Part 5 Course ID 1022525 Flexible Spending Account

If you have any questions about this process, please feel free to contact Margaret Hensley at Margaret.Hensley@ky.gov.

